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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those course-related data elements: (1) required to support current National Center for Higher Education Management Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS products; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.



National Center for Higher Education Management Systems at WICHE

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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

- . . . to increase educational opportunities for westerners.
- . . . to expand the supply of specialized manpower in the West.
- . . . to help universities and colleges improve both their programs and their management.
- . . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: COURSE

DATA ELEMENT DICTIONARY: COURSE

Second Edition

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1972

James S. Martin

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Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

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This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

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TABLE OF CONTENTS

| Chapter | Page |
|--|------|
| I. INTRODUCTION | 1 |
| II. DICTIONARY ORGANIZATION AND FORMAT | 5 |
| III. INDICES. | 9 |
| IV. COURSE ATTRIBUTE DATA ELEMENTS | 13 |
| V. SECTION ATTRIBUTE DATA ELEMENTS. | 31 |
| VI. SECTION RESOURCE DATA ELEMENTS | 41 |

APPENDICES

| | |
|---|----|
| 1. STANDARD FORMAT FOR CALENDAR DATE. | 51 |
| 2. HEGIS TAXONOMY | 53 |
| 3. SUGGESTED COBOL PICTURES | 59 |
| 4. CHANGES FROM FIRST EDITION | 61 |

| | |
|----------------------|----|
| REFERENCES | 63 |
|----------------------|----|

CHAPTER I

INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to courses and their sections.

For purposes of the Data Element Dictionary, a course is defined as:

An organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually a quarter or semester) and for which credit toward graduation or certification is usually given.

A section is defined as:

A group of students assembled for instruction in a regularly scheduled meeting of a course.

Note: Separate sections should be identified for each different type of instruction, even though the same group of students is involved.

The course-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The three blocks of course-related data elements are:

1. 001-099 Course Attribute Data

This block of data elements is designed to describe information about each course offered by the institution.

2. 101-199 Section Attribute Data

This block of data elements is designed to describe information on all sections associated with each course. There may be one or more section attribute data blocks associated with each course.

3. 201-299 Section Resource Data

This block of data elements is designed to describe information pertaining to the resources associated with each section. There may be one or more section resource data blocks associated with each section, or subset thereof.

Normally, institutions would wish to maintain these blocks of data elements historically and thus retain information on each course for every term it was offered.

These three data blocks are arranged in a hierarchy as illustrated below:

Course Attribute Data

.Section Attribute Data

-Section Resource Data

The underlying premise in this hierarchical structure is that each individual course would have one block of course attribute data associated with it. In addition, each course would have one or more sections, with each section having one block of section attribute data elements. Each section would also have one or more section resource data blocks associated with it. Because all elements in the section resource data block would not necessarily have multiple occurrences for any given section, institutions might wish to repeat only those data elements occurring multiply. Institutions should structure their data bases in such a manner as to link these three data blocks in an appropriate manner for each course.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three-digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within the data block.
2. ELEMENT TITLE - A brief identification of the data element.
3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required

to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required for completion of the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations are used to describe the various NCHEMS products:

| | |
|---|------|
| Cost Finding Principles | CFP |
| Faculty Activity Analysis | FAA |
| Higher Education Facilities Inventory and Classification Manual | FICM |
| Higher Education Facilities Planning and Management Manuals | SAM |
| Higher Education Finance Manual | HEFM |
| Information Exchange Procedures | IEP |
| Program Measures | PM |
| Resource Requirements Prediction Models | RRPM |

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

CHAPTER III

INDICES

ALPHABETICAL INDEX

| <u>Data Element</u> | <u>DED No.</u> | <u>Page</u> |
|---------------------------------------|----------------|-------------|
| Actual Section Size | 103 | 35 |
| Course Credit Equivalent | 011 | 25 |
| Course Identifier | 004 | 18 |
| Course Level - Exchange Standard | 007 | 21 |
| Course Level - Institutional Standard | 006 | 20 |
| Course/Section Fee | 108 | 40 |
| Course Title | 005 | 19 |
| Grading Method | 012 | 26 |
| HEGIS Subject Field | 003 | 17 |
| Institutional Subject Field | 002 | 16 |
| Instruction Type | 107 | 39 |
| Instructor Identifier | 202 | 44 |
| Instructor Name | 201 | 43 |
| Joint Offering Identifier | 008 | 22 |
| Maximum Section Size | 102 | 34 |
| Meeting Days | 203 | 45 |
| Meeting Place - Building | 206 | 48 |
| Meeting Place - Room | 207 | 49 |
| Meeting Time - Beginning | 204 | 46 |
| Meeting Time - Ending | 205 | 47 |

| <u>Data Element</u> | <u>DED No.</u> | <u>Page</u> |
|--|----------------|-------------|
| Number of Credit Hours | 010 | 24 |
| Number of Enrollments | 016 | 30 |
| Number of Weeks Class Is Scheduled To Meet | 013 | 27 |
| Organizational Unit | 001 | 15 |
| Program Identification | 009 | 23 |
| Section Identifier | 101 | 33 |
| Special Facilities Requirements | 105 | 37 |
| Special Section Designation | 104 | 36 |
| Term Beginning Date | 014 | 28 |
| Term Ending Date | 015 | 29 |
| Weekly Contact Hours | 106 | 38 |
| Weekly Faculty Contact Hours | 208 | 50 |

ALPHABETICAL INDEX BY NCHEMS PRODUCT

| <u>NCHEMS PRODUCT</u> | <u>DATA ELEMENT</u> | <u>DED No.</u> |
|--|---------------------------------------|----------------|
| COST FINDING PRINCIPLES (CFP) | Course Level - Institutional Standard | 006 |
| | HEGIS Subject Field | 003 |
| | Number of Credit Hours | 010 |
| | Program Identification | 009 |
| | Weekly Contact Hours | 106 |
| FACILITIES INVENTORY AND CLASSIFICATION MANUAL (FICM) | Organizational Unit | 001 |
| | HEGIS Subject Field | 003 |
| FACULTY ACTIVITY ANALYSIS (FAA) | Course Credit Equivalent | 011 |
| | Course Identifier | 004 |
| | Course Level - Institutional Standard | 006 |
| | HEGIS Subject Field | 003 |
| | Instruction Type | 107 |
| | Number of Credit Hours | 010 |
| | Number of Enrollments | 016 |
| | Organizational Unit | 001 |
| | Program Identification | 009 |
| | Section Identifier | 101 |
| | Special Section Designation | 104 |
| | Weekly Contact Hours | 106 |
| | Weekly Faculty Contact Hours | 208 |
| HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM) | Course Level - Institutional Standard | 006 |
| | Institutional Subject Field | 002 |
| | Maximum Section Size | 102 |
| | Number of Credit Hours | 010 |
| | Organizational Unit | 001 |
| | Weekly Contact Hours | 106 |
| HIGHER EDUCATION FINANCE MANUAL (HEFM) | Course Credit Equivalent | 011 |
| | Course Level - Exchange Standard | 008 |
| | Course Level - Institutional Standard | 006 |
| | HEGIS Subject Field | 003 |
| | Instruction Type | 107 |
| | Number of Credit Hours | 010 |
| | Program Identification | 009 |
| INFORMATION EXCHANGE PROCEDURES (IEP) | Course Credit Equivalent | 011 |
| | Course Level - Exchange Standard | 007 |
| | Course Level - Institutional Standard | 006 |
| | HEGIS Subject Field | 003 |
| | Number of Credit Hours | 010 |
| | Program Identification | 009 |

| <u>NCHEMS PRODUCT</u> | <u>DATA ELEMENT</u> | <u>DED NO.</u> |
|---|---------------------------------------|----------------|
| PROGRAM MEASURES (PM) | Course Level - Institutional Standard | 006 |
| | HEGIS Subject Field | 003 |
| | Institutional Subject Field | 002 |
| | Instruction Type | 107 |
| | Number of Credit Hours | 010 |
| | Number of Enrollments | 016 |
| | Organizational Unit | 001 |
| | Program Identification | 009 |
| | Special Facilities Requirements | 105 |
| | Weekly Contact Hours | 106 |
| | Weekly Faculty Contact Hours | 208 |
| RESOURCE REQUIREMENTS PREDICTION MODELS (RRPM) | Actual Section Size | 103 |
| | Course Credit Equivalent | 011 |
| | Course Level - Institutional Standard | 006 |
| | Institutional Subject Field | 002 |
| | Instruction Type | 107 |
| | Maximum Section Size | 102 |
| | Number of Credit Hours | 010 |
| | Organizational Unit | 001 |
| | Program Identification | 009 |
| | Weekly Contact Hours | 106 |
| | Weekly Faculty Contact Hours | 208 |

CHAPTER IV
COURSE ATTRIBUTE DATA

| <u>DED No.</u> | <u>Title</u> |
|----------------|--|
| 001 | Organizational Unit |
| 002 | Institutional Subject Field |
| 003 | HEGIS Subject Field |
| 004 | Course Identifier |
| 005 | Course Title |
| 006 | Course Level - Institutional Standard |
| 007 | Course Level - Exchange Standard |
| 008 | Joint Offering Identifier |
| 009 | Program Identification |
| 010 | Number of Credit Hours |
| 011 | Course Credit Equivalent |
| 012 | Grading Method |
| 013 | Number of Weeks Class Is Scheduled To Meet |
| 014 | Term Beginning Date |
| 015 | Term Ending Date |
| 016 | Number of Enrollments |

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

001

ELEMENT
NUMBER

ELEMENT TITLE

Organizational Unit

DEFINITION:

Institutionally defined code for the academic organizational unit or department offering a course. Code should include campus and school designation, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

"Number" or alpha abbreviation for academic organizational unit.

USES

SAM, RRPM, PM, FICM, FAA

COMMENTS:

This is a linking element that should be consistent throughout all uses and files.

DATE ISSUED

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002

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Institutional Subject Field

DEFINITION:

Institutionally defined code for subject field of the course offered.

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, PM

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

003

ELEMENT
NUMBER

ELEMENT TITLE

HEGIS Subject Field

DEFINITION:

Standardized discipline specialty codes as described in A Taxonomy of Instructional Programs in Higher Education (Huff, Chandler, 1970). Also corresponds to "Sub-category" of NCHEMS Program Classification Structure (Gulko, 1972).

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

See Appendix 2.

USES

FAA, IEP, CFP, PM, HEFM, FICM

COMMENTS:

This element is derivable from the previous data element (002), and thus institutions may not wish to store this data element.

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004

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Course Identifier

DEFINITION:

Official institutional number or other code that serves uniquely to identify a course. May include prefix and/or suffix.

CODES OR RECORDING INSTRUCTIONS:

USES

IEP, FAA

COMMENTS:

This is a linking element to the Staff and Student sections.

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DATA ELEMENT DICTIONARY
Course Related Data Elements

| |
|---------------------------|
| 005 |
| ELEMENT NUMBER |

| | |
|----------------------|--------------|
| ELEMENT TITLE | Course Title |
|----------------------|--------------|

DEFINITION:

The official title for a course as it appears in the institutional catalog.

CODES OR RECORDING INSTRUCTIONS:

Literal title.

USES

COMMENTS:

| | |
|--------------------|----------------|
| DATE ISSUED | September 1972 |
|--------------------|----------------|

006

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Course Level - Institutional Standard

DEFINITION:

The institutional categorization for the level of offering of a specific course.

The level of student at which a course is primarily, but not exclusively, directed.

CODES OR RECORDING INSTRUCTIONS:

USES

CFP, SAM, RRPM, FAA, PM, IEP, HEFM

COMMENTS:

Many institutions will be able to derive this element from the Course Identifier.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Course Related Data Elements

007
ELEMENT
NUMBER

ELEMENT TITLE Course Level - Exchange Standard

DEFINITION:

The exchange categorization for the level of offering of a specific course.

The level of student at which a course is primarily, but not exclusively, directed.

CODES OR RECORDING INSTRUCTIONS:

| <u>Code</u> | <u>Category</u> | <u>Definition</u> |
|-------------|-----------------|---|
| 1 | Lower Division | Course offerings at a level of comprehension usually associated with freshman and sophomore students. |
| 2 | Upper Division | Course offerings at a level of comprehension usually associated with junior and senior students. |
| 3 | Graduate | Postbaccalaureate offerings. |

USES IEP, HEFM

COMMENTS:

These categories and definitions are preliminary at this time and are subject to modification as the Information Exchange Procedures project progresses. This element is derivable from the previous data element (006), and thus institutions would probably not store this data element.

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008

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Joint Offering Identifier

DEFINITION:

A means of identifying single courses offered under multiple course numbers or under the auspices of multiple organizational units.

CODES OR RECORDING INSTRUCTIONS:

Should include Organizational Unit and Course Identifier as defined by data elements 001 and 004.

USES:

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

009

DATA ELEMENT DICTIONARY
Course Related Data ElementsELEMENT
NUMBER

ELEMENT TITLE Program Identification

DEFINITION:

The institutional program to which the activities of the course contribute.

CODES OR RECORDING INSTRUCTIONS:

A two-digit code corresponding to the first two digits of the Program Classification Structure code (Gulko, 1972).

| <u>Code</u> | <u>Category</u> |
|-------------|---|
| 11 | General Academic Instruction |
| 12 | Occupational and Vocational Instruction |
| 13 | Special Session Instruction |
| 14 | Extension (for Credit) Instruction |
| 31 | Community Education |
| 52 | Supplementary Education |

USES

RRPM, FAA, IEP, CFP, PM, HEFM

COMMENTS:

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010

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Number of Credit Hours

DEFINITION:

The amount of credit offered for a course; i.e., the numerical credit value awarded for completion of a course, usually described in semester or quarter hours.

CODES OR RECORDING INSTRUCTIONS:

Actual credit to hundredths.

00.00 - No Credit - See Course Credit Equivalent (DED 011)

XX.XX - Actual Credit

99.99 - Variable Credit

USES

RRPM, SAM, CFP, PM, IEP, FAA, HEFM

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

011

ELEMENT
NUMBER

ELEMENT TITLE Course Credit Equivalent

DEFINITION:

For courses for which no credit is offered, a figure to indicate credit equivalence were the course offered for credit.

CODES OR RECORDING INSTRUCTIONS:

Estimated amount, to hundredths.

USES

RRPM, FAA, IEP, HEFM

COMMENTS:

Many noncredit courses are measured by other means, but various NCHEMS products require a numerical credit equivalent.

DATE ISSUED September 1972

012

National Center for Higher Education Management Systems

**ELEMENT
NUMBER****DATA ELEMENT DICTIONARY**
Course Related Data Elements**ELEMENT TITLE** Grading Method**DEFINITION:**

An institutionally defined code for the permissible grading system for this course, e.g., A-F, Pass-Fail, etc.

CODES OR RECORDING INSTRUCTIONS:**USES****COMMENTS:****DATE ISSUED** September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

013

ELEMENT
NUMBER

ELEMENT TITLE

Number of Weeks Class Is Scheduled To Meet

DEFINITION:

The duration of the course as measured in academic weeks.

CODES OR RECORDING INSTRUCTIONS:

Actual number of weeks, to tenths.

USES

COMMENTS:

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014

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Term Beginning Date

DEFINITION:

Beginning date of term in which this course is currently being offered.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

015

ELEMENT
NUMBER

ELEMENT TITLE Term Ending Date

DEFINITION:

Ending date of term in which this course is currently being offered.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

016

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Number of Enrollments

DEFINITION:

The total number of students enrolled in this course.

CODES OR RECORDING INSTRUCTIONS:

Number of headcount students.

USES

PM, FAA

COMMENTS:

This is not necessarily a summation of section enrollments.

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CHAPTER V
SECTION ATTRIBUTE DATA

| <u>DED No.</u> | <u>Title</u> |
|----------------|---------------------------------|
| 101 | Section Identifier |
| 102 | Maximum Section Size |
| 103 | Actual Section Size |
| 104 | Special Section Designation |
| 105 | Special Facilities Requirements |
| 106 | Weekly Contact Hours |
| 107 | Instruction Type |
| 108 | Course/Section Fee |

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

101
ELEMENT
NUMBER

ELEMENT TITLE Section Identifier

DEFINITION:

An institutionally defined unique identifier for each section offered within a course.

CODES OR RECORDING INSTRUCTIONS:

USES

FAA

COMMENTS:

This is a linking element to the Staff and Student sections.

DATE ISSUED September 1972

102

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements**ELEMENT TITLE**

Maximum Section Size

DEFINITION:

The maximum enrollments for this section. May be dictated by instruction or facility requirements.

CODES OR RECORDING INSTRUCTIONS:

Maximum number.

USES

SAM, RRPM

COMMENTS:**DATE ISSUED**

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

103
ELEMENT
NUMBER

ELEMENT TITLE

Actual Section Size

DEFINITION:

The number of individuals enrolled in (assigned to) this section.

CODES OR RECORDING INSTRUCTIONS:

Actual number.

USES

RRPM

COMMENTS:

Students auditing the section should not be included.

DATE ISSUED

September 1972

104

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Special Section Designation

DEFINITION:

An identifier to indicate that this section of a course is a special section,
e.g., honors.

CODES OR RECORDING INSTRUCTIONS:

USES

FAA

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

105

ELEMENT
NUMBER

ELEMENT TITLE

Special Facilities Requirements

DEFINITION:

An institutionally defined code for the requirement for an instructional area that is designed and/or furnished with specialized equipment to serve this course.
(Example: Special Laboratory, Audio-Visual Equipment, Television [closed circuit], Computer-Assisted Instruction.)

CODES OR RECORDING INSTRUCTIONS:

USES

PM

COMMENTS:

DATE ISSUED

September 1972

106

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Weekly Contact Hours

DEFINITION:

The total number of hours per week per student this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

Actual number of contact hours, to tenths.

USES

RRPM, SAM, PM, CFP, FAA

COMMENTS:

For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

107

ELEMENT
NUMBER

ELEMENT TITLE

Instruction Type

DEFINITION:

The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment.

CODES OR RECORDING INSTRUCTIONS:

| <u>Code</u> | <u>Category</u> | <u>Definition</u> |
|-------------|---------------------------|---|
| 1 | Lecture | Formal presentation of a prepared discourse. Primarily, one-way communication. |
| 2 | Laboratory | Instructor prepares and supervises the execution of investigations by the class. |
| 3 | Recitation/ Discussion | Two-way communication of the contents of course materials. |
| 4 | Seminar | Students carry the major preparation responsibility for the class. |
| 5 | Independent Study | Student or students work independently of the instructor but under his direction. |
| 6 | Programmed Instruction | Contents of the course presented to the student through programmed materials, television, or other similar forms of presentation. |
| 7 | Other | For methods of instruction not covered by the above categories. |

USES

RRPM, FAA, SAM, PM, HEFM

COMMENTS:

The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

DATE ISSUED

September 1972

108

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Course/Section Fee

DEFINITION:

A charge for special items to be utilized by a section in the course of its instructional program.

CODES OR RECORDING INSTRUCTIONS:

Dollar amount, including cents.

USES

COMMENTS:

DATE ISSUED

September 1972

CHAPTER VI
SECTION RESOURCE DATA

| <u>DED No.</u> | <u>Title</u> |
|----------------|------------------------------|
| 201 | Instructor Name |
| 202 | Instructor Identifier |
| 203 | Meeting Days |
| 204 | Meeting Time - Beginning |
| 205 | Meeting Time - Ending |
| 206 | Meeting Place - Building |
| 207 | Meeting Place - Room |
| 208 | Weekly Faculty Contact Hours |

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

201

ELEMENT
NUMBER

ELEMENT TITLE

Instructor Name

DEFINITION:

The legal last name and initials of instructor responsible for this section.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

DATE ISSUED

September 1972

202

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Instructor Identifier

DEFINITION:

An identifier that serves uniquely to identify the instructor responsible for this section.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Staff Section. Social Security number is typically used as an employee identifier. If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Course Related Data Elements

| |
|-------------------|
| 203 |
| ELEMENT NUMBER |

| | |
|---------------|--------------|
| ELEMENT TITLE | Meeting Days |
|---------------|--------------|

DEFINITION:

The day(s) of the week this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

| <u>Code</u> | <u>Category</u> |
|-------------|-----------------|
| MO | Monday |
| TU | Tuesday |
| WE | Wednesday |
| TH | Thursday |
| FR | Friday |
| SA | Saturday |
| SU | Sunday |
| AR | To Be Arranged |

USES

COMMENTS:

| | |
|-------------|----------------|
| DATE ISSUED | September 1972 |
|-------------|----------------|

204
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Meeting Time - Beginning

DEFINITION:

The time of day the section commences, in 24-hour clock time.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This data element may be omitted for those sections that are unscheduled.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

205

ELEMENT
NUMBER

ELEMENT TITLE

Meeting Time - Ending

DEFINITION:

The time of day the section ends, in 24-hour clock time.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This data element may be omitted for those sections that are unscheduled.

DATE ISSUED

September 1972

206

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Meeting Place - Building

DEFINITION:

A unique identifier for the building where this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities Section. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

207

ELEMENT
NUMBER

ELEMENT TITLE

Meeting Place - Room

DEFINITION:

The number or other identifier of the room in which this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities Section. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

DATE ISSUED

September 1972

208

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Weekly Faculty Contact Hours

DEFINITION

The scheduled number of hours spent by the instructional staff member, as described by element 201, in contact with this section in one week.

CODES OR RECORDING INSTRUCTIONS:

Scheduled number of contact hours, to tenths.

USES

RRPM, SAM, PM, FAA

COMMENTS:

For those sections where contact hours are not scheduled, an estimate should be made.

DATE ISSUED

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APPENDIX 1
STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards, as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month, and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

| <u>Month</u> | <u>Code</u> |
|--------------|-------------|
| January | 01 |
| February | 02 |
| March | 03 |
| April | 04 |
| May | 05 |
| June | 06 |
| July | 07 |
| August | 08 |
| September | 09 |
| October | 10 |
| November | 11 |
| December | 12 |

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964 is coded 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

| Title | Code | | |
|-----------------------------------|------|-----------------------------|------|
| Accounting | 0502 | Biology, general | 0401 |
| Administration, business | 0506 | Biology, marine | 0418 |
| Administration, educational | 0827 | Biology, molecular | 0416 |
| Administration, public | 2102 | Biomedical communication | 1217 |
| Administration, special education | 0809 | Biomedical engineering | 0905 |
| Adult education | 0807 | Biometrics | 0419 |
| Advertising | 0604 | Biophysics | 0415 |
| Aeronautical engineering | 0902 | Biostatistics | 0419 |
| Aerospace engineering | 0902 | Black culture studies | 2211 |
| Aerospace science | 1803 | Botany, general | 0402 |
| African languages (non-Semitic) | 1116 | Business administration | 0506 |
| African studies | 0305 | Business, agricultural | 0112 |
| Afro-American studies | 2211 | Business economics | 0517 |
| Agricultural business | 0112 | Business education | 0838 |
| Agricultural economics | 0111 | Business, general | 0501 |
| Agricultural engineering | 0903 | Business, international | 0513 |
| Agricultural management | 0110 | Business management | 0506 |
| Agriculture, general | 0101 | Business statistics | 0503 |
| Agriculture technologies | 0116 | Cafeteria management | 1307 |
| Agromony | 0102 | Catalan | 1199 |
| American Indian cultural studies | 2212 | Cell biology | 0417 |
| American studies | 0313 | Cell physiology | 0417 |
| Analytical chemistry | 1909 | Ceramic engineering | 0916 |
| Anatomy | 0412 | Ceramics | 1009 |
| Animal science | 0104 | Chemical engineering | 0906 |
| Anthropology | 2202 | Chemistry, general | 1905 |
| Applied design | 1009 | Child development | 1305 |
| Applied mathematics | 1703 | Chinese | 1107 |
| Arabic | 1112 | Chiropractic | 1221 |
| Archeology | 2203 | Cinematography | 1010 |
| Architectural engineering | 0904 | City planning | 0206 |
| Architecture | 0202 | Civil engineering | 0908 |
| Architecture, naval | 0923 | Classics | 1504 |
| Art | 1002 | Clinical psychology | 2003 |
| Art appreciation | 1003 | Clinical social work | 1222 |
| Art, commercial | 1009 | Clothing | 1303 |
| Art education | 0831 | Commerce education | 0838 |
| Art history | 1003 | Commerce, general | 0501 |
| Asian studies, general | 0301 | Commercial art | 1009 |
| Astronautical engineering | 0902 | Communication media | 0605 |
| Astronomy | 1911 | Communications, general | 0601 |
| Astrophysics | 1912 | Communications engineering | 0909 |
| Atmospheric sciences | 1913 | Community college education | 0806 |
| Audiology | 1220 | Community planning | 0206 |
| Bacteriology | 0403 | Community services, general | 2101 |
| Banking | 0504 | Comparative literature | 1503 |
| Biblical languages | 2303 | Computer programming | 0704 |
| | | Computer sciences, general | 0701 |
| | | Construction engineering | 0908 |
| | | Consumer economics | 1304 |

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

| | | | |
|---|------|---|------|
| Continuing education | 0807 | Fashion design | 1009 |
| Corrections | 2105 | Field crops | 0102 |
| Counseling, educational | 0826 | Finance | 0504 |
| Counseling, psychology for | 2004 | Fine arts, general | 1001 |
| Creative writing | 1507 | Finnish | 1199 |
| Criminology | 2209 | Fish management | 0107 |
| Crop management | 0102 | Floriculture | 0109 |
| Curriculum | 0829 | Foods and nutrition | 1306 |
| Cytology | 0417 | Food science | 0113 |
| Dairy sciences | 0105 | Food technology | 0113 |
| Dance | 1008 | Foreign languages, general | 1101 |
| Danish | 1114 | Forensic science | 1506 |
| Data processing | 0703 | Forestry | 0114 |
| Debate | 1506 | Forestry technologies | 0116 |
| Demography | 2215 | French | 1102 |
| Dental hygiene | 1213 | Fruit production | 0108 |
| Dental specialties | 1205 | Game management | 0107 |
| Dental technologies | 1224 | General liberal arts and sciences (interdisciplinary) | 4901 |
| Dentistry, D.D.S. or D.M.D. degree | 1204 | Genetics | 0422 |
| Developmental psychology | 2009 | Geochemistry | 1915 |
| Dietetics | 1306 | Geography | 2206 |
| Distributive education | 0838 | Geological engineering | 0911 |
| Dramatic arts | 1007 | Geology | 1914 |
| Drawing | 1002 | Geophysical engineering | 0912 |
| Driver education | 0836 | Geophysics | 1916 |
| Earth sciences, general | 1917 | German | 1103 |
| East Asian studies | 0302 | Government | 2207 |
| Eastern European studies | 0311 | Greek, classical | 1110 |
| Ecology | 0420 | Guidance, education | 0826 |
| Economics | 2204 | Health care administration | 1202 |
| Economics, agricultural | 0111 | Health education | 0837 |
| Economics, business | 0517 | Health professions, general | 1201 |
| Education of the culturally disadvantaged | 0813 | Hebrew | 1111 |
| Education of the deaf | 0812 | Helping services | 2104 |
| Education of the emotionally disturbed | 0816 | Higher education, general | 0805 |
| Education, general | 0801 | Histology | 0413 |
| Education of the gifted | 0811 | History | 2205 |
| Education of mentally retarded | 0810 | History of education | 0821 |
| Education of the multiple handicapped | 0820 | Home decoration | 1302 |
| Education of the physically handicapped | 0819 | Home economics, general | 1301 |
| Education, religious | 2304 | Home equipment | 1302 |
| Education of the visually handicapped | 0814 | Home management | 1304 |
| Educational administration | 0827 | Horticulture | 0108 |
| Educational evaluation | 0825 | Hospital administration | 1202 |
| Educational measurement | 0825 | Hotel management | 0508 |
| Educational psychology | 0822 | Humanities and social sciences (interdisciplinary) | 4903 |
| Educational research | 0824 | Husbandry, animal | 0104 |
| Educational statistics | 0824 | Husbandry, dairy | 0105 |
| Educational supervision | 0828 | Ichthyology | 0499 |
| Educational testing | 0825 | India studies | 0303 |
| Electrical engineering | 0909 | Indian (Asiatic) | 1113 |
| Electronics engineering | 0909 | Industrial arts education | 0839 |
| Elementary education, general | 0802 | Industrial engineering | 0913 |
| Embryology | 0427 | Industrial psychology | 2008 |
| Engineering, general | 0901 | Industrial relations | 0516 |
| Engineering mechanics | 0921 | Information sciences | 0702 |
| Engineering and other disciplines (interdisciplinary) | 4904 | Information sciences, general | 0701 |
| Engineering physics | 0919 | Information systems | 0702 |
| Engineering technologies | 0925 | Inorganic chemistry | 1906 |
| English as a foreign language | 1508 | Institutional management | 1307 |
| English, general | 1501 | Instruction | 0829 |
| English, literature | 1502 | Insurance | 0512 |
| Entomology | 0421 | Interior decoration | 1009 |
| Environmental design, general | 0201 | Interior design | 0203 |
| Environmental engineering | 0922 | International business | 0513 |
| European studies, general | 0310 | International public service | 2106 |
| Experimental psychology (animal and human) | 2002 | International relations | 2210 |
| Family life education | 0837 | Investments | 0505 |
| Family relations | 1305 | Islamic studies | 0306 |
| Farm management | 0110 | Italian | 1104 |

| | | | |
|---|------|---|------|
| Japanese | 1108 | Operations research | 0507 |
| Jewelry | 1009 | Optometry | 1209 |
| Journalism | 0602 | Organic chemistry | 1907 |
| Junior college education | 0806 | Ornamental horticulture | 0109 |
| Junior high school education | 0804 | Ornithology | 0499 |
| Kindergarten education | 0823 | Osteopathic medicine, D.O. degree | 1210 |
| Korean | 1199 | Pacific area studies | 0314 |
| Labor relations | 0516 | Painting | 1002 |
| Landscape architecture | 0204 | Paleontology | 1918 |
| Latin | 1109 | Parasitology | 0499 |
| Latin American studies | 0308 | Park management | 2103 |
| Law enforcement | 2105 | Pathology, animal | 0408 |
| Law, general | 1401 | Pathology, human | 0408 |
| Learning theory | 0822 | Pathology, plant | 0404 |
| Liberal arts and sciences (interdisciplinary) | 4901 | Personnel management | 0515 |
| Library science, general | 1601 | Petroleum engineering | 0907 |
| Limnology | 0499 | Petroleum refining | 0906 |
| Linguistics | 1505 | Pharmaceutical chemistry | 1910 |
| Literature, comparative | 1503 | Pharmacology, animal | 0409 |
| Literature, English | 1502 | Pharmacology, human | 0409 |
| Management, business | 0506 | Pharmacology, plant | 0405 |
| Management, engineering | 0913 | Pharmacy | 1211 |
| Marine biology | 0418 | Philology | 1505 |
| Marine engineering | 0923 | Philosophy | 1509 |
| Marketing | 0509 | Philosophy of education | 0821 |
| Materials engineering | 0915 | Phonetics | 1505 |
| Mathematics, applied | 1703 | Photography | 1011 |
| Mathematics, education | 0833 | Physical chemistry | 1908 |
| Mathematics, general | 1701 | Physical education | 0835 |
| Mathematics, statistics | 1702 | Physical sciences, general | 1901 |
| Mechanical engineering | 0910 | Physical therapy | 1212 |
| Medical laboratory technologies | 1223 | Physics, general | 1902 |
| Medical record librarianship | 1215 | Physiological psychology | 2010 |
| Medical specialties | 1207 | Physiology, animal | 0410 |
| Medicine, M.D. degree | 1206 | Physiology, human | 0410 |
| Metallurgical engineering | 0914 | Physiology, plant | 0406 |
| Metallurgy | 1920 | Plant pathology | 0404 |
| Metalsmithing | 1009 | Plant pharmacology | 0405 |
| Meteorology | 1913 | Plant physiology | 0406 |
| Mexican-American cultural studies | 2213 | Podiatry | 1216 |
| Microbiology | 0411 | Political science | 2207 |
| Middle Eastern studies | 0309 | Poultry science | 0106 |
| Military science | 1801 | Pre-elementary education | 0823 |
| Mineral engineering | 0918 | Programming, computer | 0704 |
| Mining engineering | 0918 | Psychology, clinical | 2003 |
| Molecular biology | 0416 | Psychology for counseling | 2004 |
| Molecular physics | 1903 | Psychology, developmental | 2009 |
| Music (liberal arts program) | 1005 | Psychology, education | 0822 |
| Music appreciation | 1006 | Psychology, general | 2001 |
| Music, composition | 1004 | Psychology, industrial | 2008 |
| Music education | 0832 | Psychology, physiological | 2010 |
| Music history | 1006 | Psychology, social | 2005 |
| Music, performing | 1004 | Psychometrics | 2006 |
| Music, theory | 1004 | Public address | 1506 |
| Musicology | 1006 | Public administration | 2102 |
| Natural resources management | 0115 | Public health | 1214 |
| Naval architecture | 0923 | Public utilities | 0510 |
| Naval science | 1802 | Purchasing | 0509 |
| Neurosciences | 0425 | Radio | 0603 |
| Norwegian | 1114 | Radiobiology | 0423 |
| Nuclear engineering | 0920 | Radiologic technologies | 1225 |
| Nuclear physics | 1904 | Range management | 0117 |
| Nursery science | 0109 | Reading education | 0830 |
| Nursing (baccalaureate and higher programs) | 1203 | Real estate | 0511 |
| Nutrition, scientific | 0424 | Recreation management | 2103 |
| Occupational therapy | 1208 | Regional planning | 0206 |
| Ocean engineering | 0924 | Rehabilitation services | 1222 |
| Oceanography | 1919 | Religious education | 2304 |
| | | Religious music | 2302 |
| | | Religious studies | 1510 |
| | | Remedial education | 0817 |

| | |
|-----------------------------|------|
| Restaurant management | 0508 |
| Rhetoric | 1506 |
| Russian | 1106 |
| Russian studies | 0307 |

| | |
|--|------|
| Safety education | 0836 |
| Sanitary engineering | 0922 |
| Sanskrit | 1199 |
| Scandinavian languages | 1114 |
| Science education | 0834 |
| Sculpture | 1002 |
| Secondary education, general | 0803 |
| Secretarial studies | 0514 |
| Securities | 0505 |
| Seismology | 1916 |
| Semantics | 1505 |
| Slavic languages (other than Russian) | 1115 |
| Slavic studies | 0307 |
| Social foundations of education | 0821 |
| Social sciences, general | 2201 |
| Social psychology | 2005 |
| Social work | 2104 |
| Sociology | 2208 |
| Soil conservation | 0103 |
| Soil management | 0103 |
| Soil science | 0103 |
| South Asian studies | 0303 |
| Southeast Asian studies | 0304 |
| Spanish | 1105 |
| Special education, general | 0808 |
| Special learning disabilities | 0818 |
| Speech | 1506 |
| Speech correction | 0815 |
| Speech pathology | 1220 |
| Statistics, mathematical and theoretical | 1702 |
| Statistics in psychology | 2007 |
| Student personnel | 0826 |
| Swedish | 1114 |
| Systems analysis | 0705 |
| Systems, information | 0702 |

| | |
|---|------|
| Teaching of English as a foreign language | 1508 |
| Technical education | 0839 |
| Television | 0603 |
| Textile design | 1009 |
| Textile engineering | 0917 |
| Textiles, home economics | 1303 |
| Theological professions, general | 2301 |
| Toxicology | 0426 |
| Transportation | 0510 |
| Transportation engineering | 0908 |
| Urban architecture | 0205 |
| Urban studies | 2214 |

| | |
|--|------|
| Vegetable production | 0108 |
| Veterinary medicine, D.V.M. degree | 1218 |
| Veterinary medicine specialties | 1219 |
| Vietnamese | 1199 |
| Vocational education | 0839 |
| Weaving | 1009 |
| West European studies | 0312 |
| Wildlife management | 0107 |
| Writing, creative | 1507 |
| Zoology, general | 0407 |

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

| <i>Title</i> | <i>Code</i> |
|---|-------------|
| Accounting technologies | 5002 |
| Advertising design technologies | 5012 |
| Advertising technologies | 5004 |
| Aeronautical technologies | 5302 |
| Agriculture technologies | 5402 |
| Air conditioning technologies | 5317 |
| Airport management technologies | 5004 |
| Animal laboratory assistant technologies | 5206 |
| Appliance repair technologies | 5310 |
| Applied arts technologies | 5012 |
| Architectural drafting technologies | 5304 |
| Automotive technologies | 5306 |
| Aviation technologies | 5302 |
| Banking technologies | 5003 |
| Bible study | 5502 |
| Biological laboratory assistant technologies | 5205 |
| Broadcasting technologies | 5008 |
| Building technologies | 5317 |
| Business management technologies | 5004 |
| Business technologies, general | 5001 |
| Carpentry technologies | 5317 |
| Chemical technologies | 5305 |
| Civil technologies | 5309 |
| Commerce technologies, general | 5001 |
| Communications technologies | 5008 |
| Computer operator technologies | 5104 |
| Computer, peripheral equipment operation technologies | 5104 |
| Computer programmer technologies | 5103 |
| Construction technologies | 5317 |
| Corrections technologies | 5505 |
| Cosmetologist | 5006 |
| Data processing equipment maintenance technologies | 5105 |
| Data processing technologies, general | 5101 |
| Dental assistant technologies | 5202 |
| Dental hygiene technologies | 5203 |
| Dental laboratory technologies | 5204 |
| Diesel technologies | 5307 |
| Distribution technologies | 5004 |
| Drafting, architectural | 5304 |
| Education technologies | 5503 |
| Electrician technologies | 5317 |
| Electro diagnostic technologies | 5217 |
| Electromechanical technologies | 5311 |
| Electronics and machine technologies | 5310 |
| Engineering graphics | 5303 |
| Engineering technologies, general | 5301 |
| Environmental health technologies | 5408 |
| Finance technologies | 5003 |
| Fine arts technologies | 5012 |
| Fire control technology | 5507 |
| Fisheries technologies | 5403 |
| Food services technologies | 5404 |
| Forestry technologies | 5403 |

| | | | |
|---|------|--|------|
| Graphic arts technologies | 5012 | Radiologic technologies | 5207 |
| Health services assistant technologies, general | 5201 | Real estate technologies | 5004 |
| Heating technologies | 5317 | Recreation technologies | 5506 |
| Home economics technologies | 5405 | Religion related occupations | 5502 |
| Horticulture technologies | 5402 | Rest home management technology | 5218 |
| Hospital food service technologies | 5404 | Restaurant management technologies | 5010 |
| Hotel management technologies | 5010 | Sales technologies | 5004 |
| Industrial management technologies | 5004 | Sanitation technologies | 5408 |
| Industrial technologies | 5312 | Secretarial technologies | 5005 |
| Inhalation therapy technologies | 5215 | Sheet metal technologies | 5317 |
| Input preparation technologies | 5102 | Social work related technologies | 5506 |
| Institutional management technologies | 5218 | Stewardess preparation | 5006 |
| Instrumentation technologies | 5314 | Surgical technologies | 5211 |
| Insurance technologies | 5004 | Surveying technologies | 5309 |
| Key punch operator technologies | 5102 | Teacher aide preparation | 5503 |
| Laboratory technologies, general | 5407 | Television broadcasting technologies | 5008 |
| Landscape technologies | 5402 | Television repair technologies | 5310 |
| Law enforcement technologies | 5505 | Textile technologies | 5313 |
| Library assistant technologies | 5504 | Tool design technologies | 5303 |
| Lithography technologies | 5009 | Transportation technologies | 5011 |
| Machine drafting and design technologies | 5303 | Welding technologies | 5308 |
| Machine repair technologies | 5310 | Wildlife technologies | 5403 |
| Marina equipment technologies | 5004 | X-ray technologies | 5207 |
| Marine technologies | 5406 | | |
| Marketing technologies | 5004 | | |
| Mechanical technologies | 5315 | | |
| Mechanical technology, general | 5301 | | |
| Medical assistant technologies | 5214 | | |
| Medical laboratory assistant technologies | 5205 | | |
| Medical office assistant technologies | 5214 | | |
| Medical record technologies | 5213 | | |
| Mental health aide programs | 5216 | | |
| Natural science technologies, general | 5401 | | |
| Newspaper communication technologies | 5008 | | |
| Nuclear technologies | 5316 | | |
| Nursing, practical (L.P.N. or L.V.N.) | 5209 | | |
| Nursing R.N. preparation | 5208 | | |
| Occupational therapy technologies | 5210 | | |
| Oceanographic technologies | 5406 | | |
| Ocular care technologies | 5212 | | |
| Office machine repair technologies | 5310 | | |
| Office machine training | 5005 | | |
| Ophthalmic technologies | 5212 | | |
| Optical technologies | 5212 | | |
| Optometric technologies | 5212 | | |
| Personal service technologies | 5006 | | |
| Personnel management technologies | 5004 | | |
| Photogrammetry technologies | 5309 | | |
| Photography technologies | 5007 | | |
| Physical therapy technology | 5219 | | |
| Plastics technologies | 5305 | | |
| Plumbing technologies | 5317 | | |
| Police technologies | 5505 | | |
| Printing technologies | 5009 | | |
| Programmer technologies | 5103 | | |
| Psychiatric technologies | 5216 | | |
| Public administration and management technologies | 5508 | | |
| Public health inspection technologies | 5408 | | |
| Public service technologies, general | 5501 | | |
| Public utility technologies | 5011 | | |
| Purchasing technologies | 5004 | | |
| Radio broadcasting technologies | 5008 | | |
| Radio repair technologies | 5310 | | |

APPENDIX 3
SUGGESTED COBOL PICTURES

| <u>DATA ELEMENT</u> | <u>DED NO.</u> | <u>COBOL PICTURE</u> |
|--|--------------------|--------------------------|
| Actual Section Size | 103 | 9(02) |
| Course Credit Equivalent | 011 | 99V99 |
| Course Identifier | 004 | X(10) |
| Course Level - Exchange Standard | 007 | 9(02) |
| Course Level - Institutional Standard | 006 | 9(01) |
| Course/Section Fee | 108 | 999V99 |
| Course Title | 005 | X(25) |
| Grading Method | 012 | X(01) |
| HEGIS Subject Field | 003 | 9(04) |
| Institutional Subject Field | 002 | X(04) |
| Instruction Type | 107 | 9(01) |
| Instructor Identifier | 202 | X(09) |
| Instructor Name | 201 | X(16) |
| Joint Offering Identifier | 008 | X(16) |
| Maximum Section Size | 102 | 9(04) |
| Meeting Days | 203 | X(02) |
| Meeting Place - Building | 206 | X(06) |
| Meeting Place - Room | 207 | X(04) |
| Meeting Time - Beginning | 204 | 9(04) |
| Meeting Time - Ending | 205 | 9(04) |
| Number of Credit Hours | 010 | 99V99 |
| Number of Enrollments | 016 | 9(04) |
| Number of Weeks Class Is Scheduled To Meet | 013 | 99V9 |
| Organizational Unit | 001 | X(06) |
| Program Identification | 009 | 9(02) |
| Section Identifier | 101 | X(04) |
| Special Facilities Requirements | 105 | X(02) |
| Special Section Designation | 104 | X(01) |
| Term Beginning Date | 014 | 9(06) |
| Term Ending Date | 015 | 9(06) |
| Weekly Contact Hours | 106 | 99V9 |
| Weekly Faculty Contact Hours | 208 | 99V9 |

APPENDIX 4
CHANGES FROM FIRST EDITION

| PREVIOUS DATA ELEMENT | OLD DED NO. | NEW DED NO. | CORRESPONDING CURRENT DATA ELEMENT |
|--|----------------|----------------|---|
| Course Level | 101 | 006 007 | Course Level - Institutional Standard Course Level - Exchange Standard |
| Course Number | 004 | 004 | Course Identifier |
| Course Title | 102 | 005 | Course Title |
| Credit | 105 | 010 | Number of Credit Hours |
| Grading Method | 107 | 012 | Grading Method |
| HEGIS Discipline Division and Specialty | 003 | 003 | HEGIS Subject Field |
| Instructor Identification | 303 | 201 202 | Instructor Name Instructor Identifier |
| Joint Offering | 103 | 008 | Joint Offering Identifier |
| Meeting Days | 304 | 203 | Meeting Days |
| Meeting Place | 306 | 207 206 | Meeting Place - Room Meeting Place - Building |
| Meeting Time | 305 | 204 205 | Meeting Time - Beginning Meeting Time - Ending |
| Number of Weeks Offered | 108 | 013 | Number of Weeks Class Is Scheduled To Meet |
| Program Identification | 104 | 009 | Program Identification |
| Section Size | 307 | 102 103 | Maximum Section Size Actual Section Size |
| Special Facilities Requirements | 309 | 105 | Special Facilities Requirements |
| Special Section Identification | 308 | 104 | Special Section Designation |
| Subject Field | 002 | 002 | Institutional Subject Field |
| Weekly Contact Hours | 302 | 106 | Weekly Contact Hours |

COURSE CHANGES - Continued

| <u>DELETIONS FROM PREVIOUS DED</u> | <u>DED NO.</u> | <u>DED NO.</u> | <u>ADDITIONS TO CURRENT DED</u> |
|------------------------------------|----------------|----------------|---------------------------------|
| Credit Base | 106 | 011 | Course Credit Equivalent |
| Former Course Identification | 109 | 016 | Number of Enrollments |
| | | 014 | Term Beginning Date |
| | | 015 | Term Ending Date |
| | | 208 | Weekly Faculty Contact Hours |

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2641911000045300:
2.5M:173:GD:Hirsch:2BA63

9341600000045200:
1.5M:173:GD:Hirsch:2BA63

Advisory Structure for the NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS at WICHE

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